

MANSFIELD DISCOVERY DEPOPT

JOB DESCRIPTION

DIRECTOR

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the administration, management and development of the program. The director works closely with the Board of Directors (Board) and independently to meet the needs of children, families and teaching staff. The director represents the center and its programs to public entities and various associations, along with or in place of the Board.

SUPERVISION RECEIVED: The director is the senior member of the administrative team, accountable to the Board. It is the director's responsibility to read this job description and address any questions concerning the duties of the position to the Board. The Board will provide the appropriate performance reviews to the director.

SUPERVISION EXERCISED: Directly supervises the assistant director and teachers, teacher assistants, substitutes and classroom volunteers. Provides leadership and support to the staff, in general and in accordance with NAEYC criteria 10.

ESSENTIAL JOB FUNCTIONS: The director works closely with the Board and the assistant director in the administration of the center carrying out its mission and philosophy and guiding the programs operation in accordance with NAEYC criteria. The director maintains a regular awareness of the Center's budget and assures that the Board is notified of deficiencies and/or negative trends affecting the budget. In addition to carrying out the duties as outlined for the team coordinator and teacher when necessary; helps the teachers develop and implement the daily program that meets the social, emotional, cognitive and physical needs of children; provides care and protection of children; maintains records as indicated; responds proactively to changing conditions to enhance program quality; upholds center policies, upholds grant and program compliance, and upholds regular and punctual attendance. The director coaches and mentors subordinates to foster a positive and supportive environment that promotes healthy relationships at all levels and encourages individual growth in the employees.

KNOWLEDGE, SKILL AND ABILITY: In addition to specifics in NAEYC Criteria 10, has extensive knowledge in the facilitating and development of children; knowledge of the administration of a day care facility; knowledge of technology-based information management systems in place; skill and ability to maintain records; to write reports; to communicate with children and parents; to supervise. In conjunction with the administrative team the director shares responsibility for office coverage which includes: answering company phones and monitoring electronic security system; fielding questions from parents, staff and community; posting information pertinent to staff and families; trouble-shooting emergency situations as they arise (building, grounds, children, parents, medical); caring for a sick child until parent arrives, taking necessary action(s) in emergency (loss of power or water, intruder alert, evacuating building, monitoring control panel, calling 911 and other emergency personnel); temporary room coverage, to maintain

ratios, in event of staff shortage; meet arriving and departing bus(es) per current schedule; meet with teachers to discuss issues with classroom, children, physical plant, ethical issues, etc.; type documents as needed; keep computer/technology skills current; represent MDD at community events; and deal with requests from outside agencies.

As part of the administrative team the director supervises the assistant director, team coordinators, co-teachers, assistant teachers, substitutes and volunteers. He or She writes staffing procedures that address the maintenance of developmentally appropriate teaching staff-child ratios within group size and observes classrooms and staff-child interactions. He/she meets with the team coordinators to monitor goals for the classroom and for individual children, review concerns about children, classroom management, curriculum development, staff relations, parent issues, etc. The director helps classroom teams to develop plans to deal with any of these concerns, consistent with the policies and educational goals of the Center, monitors the progress of the plans, helping with referrals and the resolution of the problems in coordination with the assistant director. He or She is a member of the Behavioral Health Team.

. The director assures use of the NAEYC Observable Criteria Tool and DPH checklist at least twice a year to determine if the program meets criteria, sharing the results with classroom staff and supporting them as they make any necessary changes to comply. (10.F.)

The director assures use of the Town of Mansfield's current time program, maintaining accurate payroll records, daily staff attendance, submitting Summary Pay Reports to the Town Finance Department, and printing employee timesheets. The director also assures maintenance of accurate files of related employee leave, including sick, vacation, holiday and personal time.

The director is responsible for the ongoing enrollment at the Center, following written policies and procedures to prepare for, orient and welcome children and families. He/She maintains a current waiting list filling vacancies center wide as soon as they occur, coordinating any changes with the classroom staff, team coordinators and families involved. The director is responsible for scheduling tours and orientation for new children and families. It is his/her job to assure all enrollment paperwork is up to date, completed, and filed, determining funding eligibility and acquiring necessary documentation, organizing "moving on" from one age group to the next and supporting transitions when families leave MDD.

The director assists in hiring for any new staff openings in the program. He/she may conduct ongoing orientations and training of new staff. He/she assures legal adult/child ratios at all times by assigning staff, scheduling substitutes and approving time off requests. He/she shall address staff disciplinary issues in accordance with policy and when required, in coordination with the Board's personnel committee. The director has authority to discipline staff up to and including suspension of staff without pay and to request a special Board meeting to consider the person's dismissal for offenses listed in the personnel policies.

OTHER JOB FUNCTIONS: The director helps teachers maintain center equipment in working condition and performs related work as required. The director is responsible for maintaining various aspects of the program including: yearly reporting of

DSS income verification notices, signed and filed along with new payment agreements; on going CACFP documentation of family size and income; monthly checking of Town printouts of expenditures and income, making sure all vouchers are credited to the correct accounts; assisting in preparation of annual budget and applications to funding sources as well as government forms and reports.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to climb, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions as well as inside. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The employee must be able to perform tasks requiring independent knowledge in addition to tasks guided by procedures or instructions provided. The noise level in the work environment is usually moderate to loud.

EXPERIENCE AND TRAINING: MINIMUM QUALIFICATIONS:

1. Meets NAEYC criteria 10.A.2 and 10.A.3.
2. Bachelor's Degree in Early Childhood with student teaching and must have two (2) years of working experience with young children or hold a Bachelor's degree in a closely related field and have three (3) years of working experience with young children or any equivalent combination of experience and education and supervisory experience (2 years minimum).
3. Must be able to meet the teacher and administrative staff qualification requirements of our funding agents and NAEYC.
4. Must meet all standards for NAEYC accreditation and NAEYC Code of Ethical Conduct.
5. Must meet minimum CT OEC requirement: “....Any director hired or newly designated on or after January 1, 2010 shall have within one (1) year of being hired or designated at least three (3) credits in the administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education.”

PREFERRED QUALIFICATIONS:

1. Completion of *Connecticut Director's Credential*
2. Master's Degree in relevant field
3. Experience directing an early care and education program that included preschool and infant/toddler students for a minimum of four (4) years
4. Experience managing a budget of \$500,000 or larger
5. Experience as liaison to town departments, political entities, funding agents, etc
6. Supervisory experience, with staff and programs in all ages birth-5 for a minimum of four (4) years
7. Full time employee experience at Mansfield Discovery Depot
8. At least 18 years of age

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position. 9/16/2015, 10/31/2015, 12/31/2015